

PowerPoint shortcuts that will change your life

for Windows

Useful Ctrl shortcuts

- Ctrl + C Copy
- Ctrl + V Paste
- Ctrl + S Save
- Ctrl + O Open

Combine ctrl with a click

To duplicate:

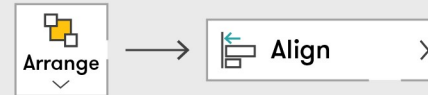


To select all:






CTRL

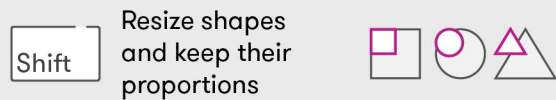
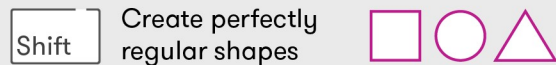
ALIGN



BrightSlide gives you even more control

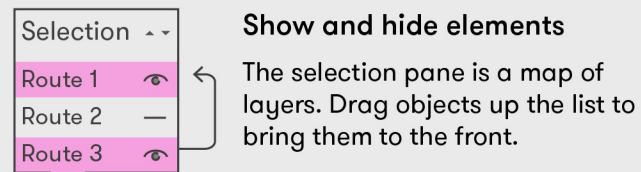
-  **Align to:**
Selection, First Selected, Guides or Slide.
-  **Align centre and middle**
Align objects to their centre points.
-  **Distribute to Grid**
Automatically arrange objects in a grid.


Use Shift to bring order to your slides






SHIFT

SELECTION



 Rename elements to make things easier to find.

Helpful tools to make selection easier

-  **Select Objects**
Edit multiple objects that are the same at once.
-  **Lock and Unlock Selection**
Lock objects, so they can't be selected until unlocked.
-  **Show and Hide selection**
Hide/show selected objects without the Selection Pane.

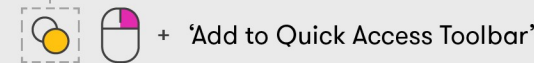
Using Shift + Ctrl really will take you places...

SHIFT + CTRL



The quick access toolbar

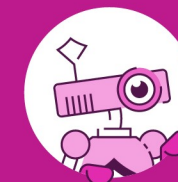
Add your favourite powerpoint tools



QAT

Download the PowerPoint Quick Access Toolbar [here](#)

You can add BrightSlide tools to the Quick Access Toolbar too!



BrightSlide

Download Brightslide [here](#) for even more shortcut solutions!